

**CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION**

Agenda Item Number: _____

Meeting Date: November 27, 2012

Attachments: ☒ Yes ☐ No

CITY COUNCIL ACTION

Date: December 3, 2012

☐ Approved ☐ Denied
☐ Amended ☐ Tabled
☐ Other

Originating Department: Planning and Development Services

Action Requested: Approval of agreement for additional consultant services on the Western Interceptor Project.

Guiding Principle:

Introduction: The scope of the Western Interceptor Project has changed, resulting in the need for additional consultant services.

Background/Justification: Changes to PFA reporting requirements mean that Davis-Bacon Wage Compliance must be monitored. Also, the storm sewer work was bid as an alternate and construction management services were not part of the Donohue contract.

Fiscal Impact: These changes would result in a \$28,310.00 increase to professional services fees paid to Donohue.

Alternatives: Hire another firm or direct staff to do the work. Staff does not have the time or experience to monitor for wage compliance.

Staff Recommendation: Approve an agreement with Donohue for additional services in the amount of \$28,310.00.

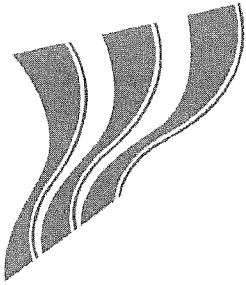
Reviewed by:

Preparer: Bruce D. Peterson

Signature:

Comments:

WESTERN INTERCEPTOR PROPOSED ADDITIONAL SERVICES				
10/24/12				
	<table><tr><td>90</td></tr><tr><td>Joshua Halvorson</td></tr><tr><td>Engineer II</td></tr></table>		90	Joshua Halvorson
90				
Joshua Halvorson				
Engineer II				
SCOPE OF WORK				
Task		Total		
2. Construction Services				
2.13 Wage Compliance - PFA				
Mangagement	8	\$ 720		
Payroll Compliance	40	\$ 3,600		
Payroll Interviews	15	\$ 1,350		
Davis Bacon - Site Requirments	11	\$ 990		
Labor Standards Reports to PFA	30	\$ 2,700		
Labor Compliance Filing & Printing	15	\$ 1,350		
Expenses		\$ 540		
Totals	119	\$ 11,250		
2.16 Storm Sewer - Alt. Bid Acceptence				
Mangagement & Administration	16	\$ 1,440		
Site Observation, Testing, & Inspections	140	\$ 12,600		
Meetings	4	\$ 360		
Reports	18	\$ 1,620		
Filing & Printing	4	\$ 360		
Expenses		\$ 680		
Totals	182	\$ 17,060		
2. Additional Construction Services Totals	301	\$ 28,310		



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☐ Other

Originating Department: Planning and Development Services

Action Requested: Approve agreement for Airport Operations Supervision.

Guiding Principle:

Introduction: A change in Airport Operations Supervisor was proposed and sought by the City.

Background/Justification: An RFP for Airport Operations Supervisor was distributed. Two responses were received, and both entities were interviewed. Follow-up discussions reduced the interested entities to one, and staffing of the terminal was eliminated from the scope of services. Eric's Aviation Services has demonstrated their qualifications.

Fiscal Impact: The revised proposal amount is \$76,000/year and includes janitorial work the City currently pays \$6,000/year for. The 2013 Budget includes \$23,000 for the position, resulting in a \$53,000 shortfall.

Alternatives: Re-evaluate provision of services, keeping some activities with City staff and soliciting proposals for the balance.

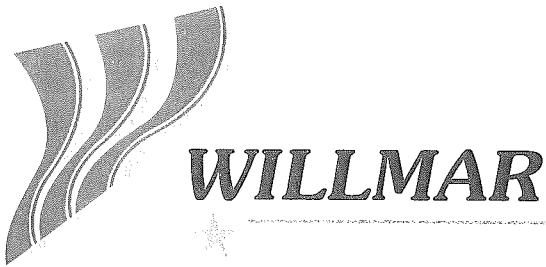
Staff Recommendation: Approve an agreement with Eric's Aviation Services in the amount of \$76,000.00.

Reviewed by:

Preparer: Bruce D. Peterson

Signature:

Comments:



AIRPORT

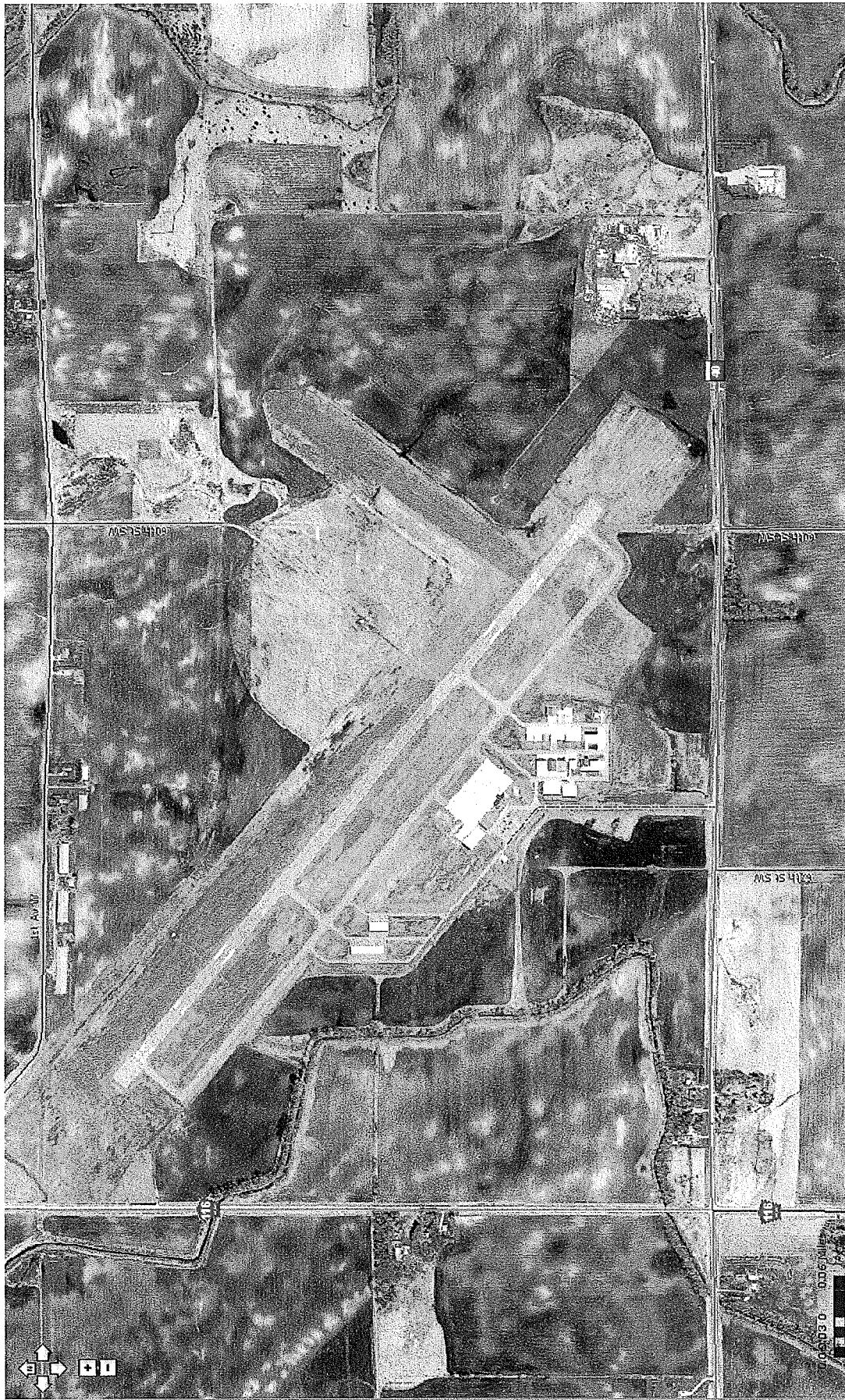
AIRPORT MANAGER
City Office Building
Box 755
Willmar, Minnesota 56201
320-214-9669
Fax: 320-235-4917
www.ci.willmar.mn.us

Willmar Municipal Airport- John L. Rice Field KDBH is seeking proposals for an Airport Operations Supervisor starting in January 2013; please refer to the attached request for proposal.

Facilities include:

- Airport opened in 2006 at 6600 Highway 40 SW.
- Runway 13/31- 5,500' x 100' paved runway- Approach Type: Precision (13), Non-Precision (31)
- Runway 3/21- 2,980' x 250' turf- Visual approach
- Modern Terminal Building with staff office 259 sq. ft. (for use by Operations Supervisor), airport reception office, waiting area, pilots lounge w/ restroom/shower, public restrooms, concession/vending area, phone/internet connections, and 30 person conference room.
- FBO Building, 23 Private Hangars, 2 City Owned T-Hangars 18 units total plus four garage storage bays, and freestanding City equipment building. With room for expansion.
- 100LL & Jet A fueling, FBO courtesy cars.





REQUEST FOR PROPOSALS (RFP)
WILLMAR MUNICIPAL AIRPORT- JOHN L. RICE FIELD
CITY OF WILLMAR
AIRPORT OPERATIONS SUPERVISOR

The City of Willmar, Minnesota is requesting proposals from individuals or businesses to provide services related to airport operations, which may include the following:

- On-site management of the airport and staffing of the terminal building during regular business hours and 24/7 on-call staffing.
- Issuing and rescinding NOTAMS as needed due to weather and runway conditions/hazards.
- Provide janitorial services for terminal building including pilot lounge, conference room, and public rest rooms.
- Set traffic patterns and ground movement.
- Perform daily runway inspections and keep logs.
- Repair/replace runway/taxiway lights, guidance signs and NAVAIDS owned by the City of Willmar.
- Monitor septic tank for routine maintenance activity.
- Provide general maintenance of the airfield gates.
- Mark, barricade, or close off any hazardous condition that may exist to aeronautical or public users and notify City in writing.
- Perform general inspections and maintenance and preventative actions on all Airport City owned facilities, grounds, Hangars etc.
- Check airport user's credentials to ensure appropriate users and notify proper agencies of any violators.
- Provide mowing of all Airport grounds/runway etc. (an average of 218 hours a year), weeding of F-14 landscaping, and trimming along fence lines and buildings and snow removal of sidewalk along terminal and FBO buildings.
- Keep a weekly log of airplane activity and best effort counts of take offs and landings.
- Monitor HVAC equipment, water softener, heating units, air conditioning units and report repair needs to the City. Perform minor repairs and maintenance with expenses not greater than \$500, City approval and possible contracting for work over said amount.
- Perform MS4 stormwater activities as per SWPPP permit for MPCA.
- Work with City Staff and/or the Economic Development Commission to market the airport.
- Maintain a preventative maintenance needs list, to coincide with budgeting processes.
- Perform bird depredation permit matters as needed along with any additional Wildlife conflicts within the airport boundaries.
- Follow all current Federal Aviation Administration and Minnesota Department of Aeronautics rules and regulations.

The proposal should include the following:

1. A brief work history of each person proposed to perform the services and airport operations experience including a list of references.
2. Licenses, diplomas, certifications verifying education/experience and expertise in airport operations.
3. Proof of financial viability and ability to keep proper insurance including workers compensation insurance for possible employees, public liability insurance with a limit of not less than \$1,000,000 of coverage with the City listed as additional insured.
4. Requested salary (year/monthly) fee to perform said services.

A detailed proposal will be reviewed by a selection committee that may also interview the candidates after proposal submittals.

Selection criteria will be based on the following:

1. Professional experience of all personnel.
2. Experience/education in airport operations.
3. Capabilities in providing identified aviation services.
4. Ability and cost to provide services for term of agreement.
5. Familiarity and proximity to the airport facilities.
6. Report on work ethic, knowledge, character etc. from references.

The City of Willmar intends to retain the selected party for two years or until services are terminated in accordance with provisions included in any agreement between the City of Willmar and the selected party.

Negotiation for any fees, charges or services not herein identified will be accomplished with the selected party after the City of Willmar has made its selection.

The City reserves the right to award the total proposal, to reject any and all proposals in whole or in part, and to waive any informality or technical defects if, in the City's sole judgment, the best interests of the City will be so served.

Five copies of the proposal shall be submitted no later than August 24, 2012 to:

Megan M. Sauer, AICP
Planner/Airport Manager
City of Willmar
333 6th St. SW
PO Box 755
Willmar, MN 56201

Proposal for Services

**Willmar Municipal Airport
(KBDH)
Management and Operations**

**Submitted by
Eric's Aviation Services Inc.**

Proposal for Services

In 2006 with a flurry of excitement and expectations, the City of Willmar opened a beautiful new airport. This airport was managed full-time by a well-qualified, motivated manager. Due to economic conditions, the position of airport manager was not filled when that manager moved on to new opportunities. Airport management has been provided by hardworking individuals doing the best they can, having been thrust into a management situation which is completely different than any other management position in the City. The intricacies, and rigid regulations imposed by the FAA (Federal Aviation Administration), and MNDOT (Minnesota Department of Transportation) make this position extremely difficult for a non-aviation professional to fill. Our current Manager should be commended for her willingness to learn, and hard work in trying to make this work.

For the last 3 years, the City of Willmar has entered into contract with Maximum Cruise Aviation to fill the "On Site Supervisor" position. The owners of Maximum Cruise Aviation, Brian and Marney Negen, recognizing the complexity of these responsibilities, and the need for expert assistance, have sub-contracted these duties to Eric Rudningen of Eric's Aviation Services Inc. for the entire contract length. Brian and Marney have worked closely with Eric in fulfilling this contract, and have become very knowledgeable in the operations and management of the Willmar Municipal airport.

A logical progression for this "Operations Supervisor" position would be an increased presence in the management of the airport, as well as additional duties on the airfield itself. This expansion of duties requires a business or businesses consisting of multiple qualified individuals, and a spirit of cooperation with all users of the Willmar Municipal airport.

Please consider the following proposal for services as requested by the City of Willmar for the Willmar Municipal Airport

Scope of Services

Eric's Aviation Services Inc., or its representative, will provide the following management, maintenance, and operational services:

AIR-SIDE OPERATIONS:

- Daily airport inspections in accordance with AC150/5200-18C
 - Includes monthly and yearly reporting.
- Minor repair/replacement of airfield lighting equipment
 - Expert supervision of outside repairs when necessary
 - Bulbs, parts, and misc. supplies to be provided by City of Willmar.
- Bird, and other animal abatement in accordance with DNR, US Fish and Wildlife Service rules, and AC150/5200-33B
- Wildlife strike reports in accordance with AC150/5200-32A
- Issuance of NOTAM's in accordance with current FAR's and Advisory Circulars
- Provide mowing and trimming of all air-side grounds including turf runway.
 - Maintenance to meet or exceed FAA and MNDOT requirements.
- Minor repairs and maintenance of City-owned hangars
 - Including key control and re-keying as necessary.

GROUND-SIDE OPERATIONS

- Staffing of Arrival/Departure building (CH-1)
 - Monday through Friday 8:00a.m. - 5:00p.m.
 - Other times by appointment to facilitate use of meeting room or other facilities.
- Monitor septic tank for routine maintenance
- Provide general janitorial services in building CH-1
 - Complete cleaning once per week (additionally as needed)
 - Janitorial/toiletry supplies to be supplied by city.
- General maintenance of city owned buildings
 - Monitoring of HVAC, water conditioner maintenance, with monthly reports to City staff
 - Maintenance of locks including re-keying of facilities by Certified Locksmith when necessary to ensure security
 - General interior and exterior repairs with materials provided by City of Willmar.
- Mowing, trimming, and maintenance of landscaping, and road ditch areas leading to main terminal building.
- Snow removal of all public sidewalk areas
 - To be completed by 8:00 a.m. 365 days per year.

Managerial SERVICES

- Maintain log of arrival and departure traffic during normal business hours
 - Assist City Staff in utilizing based aircraft statistics to secure State and Federal funding.
- Monitor and adjust traffic patterns and ground movement to provide for safe efficient use of Willmar Municipal Airport.
- Perform MS4 storm water duties in accordance with SWPPP permit for MPCA.
- Assist City Staff in completion of CIP documents
 - Maintain 5, 10, and 20 year City Airport plans in addition to CIP
 - Maintenance list for building and grounds repair and improvement
 - Include marketing, business retention and expansion, new business development, goals.
- Barricade or mark off hazardous conditions, and notify city of issues and resolution solutions.
- Promotion of airport to expand use and increase number of on-field businesses.
- Aviation promotion to increase number of based aircraft.
- Provide competent, qualified on-call assistance to users of the airport 24 hours/day, 365 days per year.

Cost of Services

Eric's Aviation Services Inc. conducted an in-depth study of costs associated with each aspect of the request for proposals. These exact figures will be made available by request, should Eric's Aviation be chosen for this position. In order to maintain a functional and growing airport the team members involved in this contract must be qualified and experienced. Although some "laborers" can be used, seemingly small mistakes can have huge consequences for the city. After careful consideration, I have determined that a minimum of three qualified staff members will be required to perform the duties of this contract. Total compensation package for candidates with proper airport operations and management experience will be at least \$50,000. Therefore simple math shows staffing alone will cost at a minimum \$150,000. This does not include the cost of equipment to be used in the contract.

As mentioned earlier in this document Eric's Aviation Services Inc. has negotiated with several local business to assist in providing services. These unique partnerships, along with other relationships on the airport, provide an excellent opportunity to share duties, on-call availability, as well as current staffing of airport grounds. Due to this unprecedented cooperation, Eric's Aviation Services Inc. will provide the services set forth in the "scope of services" portion of this proposal for the sum of \$8,000 per month, or \$96,000 per year.

Qualifications

Eric's Aviation Services Inc. lists the following highly qualified personnel performing the duties set forth in the onsite supervisor request for proposals. Additional information including specific work history, copies of transcripts, certificates, and other pertinent information is available upon request.

The management/supervisor team which will be employed by Eric's Aviation Services has over 50 years of combined aviation experience. Eric Rudningen will be the primary contact, and will supervise all work done.

Eric Rudningen

- Owner, Eric's Aviation Services Inc. est. 2009
- 18+ years of Aviation experience
 - Pilot's certificate earned in 1995 at age 18.
- 10 plus years consulting and assisting with airport management
 - 7 + years specifically focused on daily airport operations.
- Commercial Pilot, CFI, CFII, MEI, A&P ratings
- Over 5000 flight hours
- Extensive knowledge of Federal and State regulations
- 6 years' experience with airport lighting repairs and maintenance
 - 3 years of this experience at current Willmar Municipal Airport.
- Graduated Magna Cum Laude from UND 1999 B.S. Aeronautical Studies
 - Including completion of several airport management classes.
- Former FAR part 135 operator
- Experienced Corporate Pilot
 - Providing pilot service for several area companies since 1999
 - Chief pilot for TerWisscha Construction 2007-2009.
- Over 10 years of construction experience
 - Experience in both Commercial and Residential construction, remodeling and repair
 - Assistant Project Manager for commercial building projects
 - Part owner Gary Rudningen & Son's Construction.
- Certified Locksmith
- Class A CDL and current health card
- Excellent public speaker and promoter
- Certified EMT
- American Heart Association CPR instructor.

Company Information

Eric's Aviation Services Inc. was formed in 2009 by Eric and Mariah Rudningen. Eric's Aviation Services Inc. provides, flight instruction, pilot service, aircraft mechanic, and aviation consulting with a base of operations at the Willmar Municipal Airport. Eric's Aviation Services Inc., despite being started in a declining economy, has thrived here in Willmar. This success is due to Eric's willingness to work with all users of the airport in a spirit of cooperation. This ability to work with various entities, including competing companies is the cornerstone of what management on the Willmar municipal airport must be.

The vast scope of the duties listed, as well as financial and insurance obligations demand that a team, not an individual, be chosen to fulfill the duties set forth by the City of Willmar. Eric's Aviation Services Inc. has secured agreements with several local businesses to assist in providing services to fulfill the operations supervisor contract. These agreements provide additional financial stability as well as the \$1,000,000 blanket liability policy required by the City of Willmar. Due to complex relationships at the airport, and proprietary information included in these agreements, specific details are not included in this proposal; however, details of these agreements will be made available to the City of Willmar in the event Eric's Aviation Services Inc. is awarded this contract.

Negotiations for all or part of the scope of services listed in this proposal will be entertained if all or part of the proposed contract is awarded to Eric's Aviation Services Inc.

Professional References

Steven C. Whitcomb
Paynesville, MN
Former Chairman Paynesville Airport Commission
320-250-3371

Kelly TerWisscha
Owner TerWisscha Construction Inc.
Willmar, MN
320-235-1664

Steve Nedrelow
Willmar Airport Commision Member
320-235-7352

Brian Negen
Owner Maximum Cruise Aviation
320-235-4844

Conclusion

Experienced, reliable airport operations, and on site management are vital to maintaining and growing a safe, user-friendly airport. Employing qualified businesses to assist City Staff in these duties is a productive and economical solution to Airport Management. The City of Willmar has the opportunity to maximize the potential of the airport by expanding the on-site supervisor position, and hiring Eric's Aviation Services Inc. to provide these services.

I am available for discussion, and negotiation concerning this proposal, or any other questions City Staff, Council members, or the Mayor may have concerning the current status, or future of the Willmar Municipal Airport. I look forward to answering any questions that may arise from my proposal. Eric can be contacted at 320-894-1872 or erudningen@tds.net.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Eric Rudningen", written in a cursive style.

Eric Rudningen
Eric's Aviation Services Inc.

RFP Information

Eric's Aviation Services Inc.

This is in response to the letter from Megan dated Oct 15, 20012.

The only way to offer the scope of services that I have proposed is to keep employee costs low. Therefore, I have negotiated with Paul Beck at Weep no More, Andy Kellog, at All Around Aviation, Gary, Todd, and Wayne Rudningen at Rudder Brothers Inc., to assist in providing the services needed for this contract. These people will be contract employees, and therefore workers comp insurance is not required by the state of Minnesota.

I have requested quotes from Steve Bruss at Wings insurance for the blanket liability policy, but have not received exact numbers yet. I will provide this information as soon as possible. If you would like, I could ask him for a simple statement ensuring that I am able to get the required coverage.

To aide in negotiations, I have included a list of possible cost savings associated with my proposal. These are offered as discussion points for your next meeting:

Removal of Janitorial duties, and snow removal, cost savings \$1,000. This number is very low because those duties will be covered by people with other responsibilities in the contract.

Removal of Terminal building staffing requirements Mon-Fri 8-5 would offer a cost savings of up to \$20,000. In my humble opinion this would be the best option for the City of Willmar. Paying someone to sit and wait for the 5 or 6 people per week who need help in the Terminal building is not the best use of City funds.

I hope this information helps in your decision making process, if you have further questions please contact me at 320-894-1872, or erudningen@tds.net. Thank you for your time and consideration in this matter.

Sincerely,
Eric Rudningen

**Megan M. Sauer, AICP
Planner/Airport Manager
City of Willmar**

333 6th St SW

PO Box 755

Willmar, MN 56201

Dear Megan,

Please accept this letter and the enclosed proposal (Proposal in Response to the City of Willmar Request for Proposal for an Airport Operations Supervisor) collectively as our offer in response to your request for proposal covering the supervision and operation of the Willmar municipal airport.

At the on set, we wish to make clear that Glacier Lakes Aviation is not interested in merely being caretakers of the Willmar airport.

Glacier Lakes Aviation believe the interests of those in Willmar who developed this beautiful facility are to create a world-class moderate sized airport which will facilitate economic development in the city of Willmar Minnesota and the surrounding area.

In this respect, it is our intention to work with the economic development commission in order to continue to work collectively in bringing business into the city of Willmar and the surrounding area.

Glacier Lakes Aviation has the essential elements needed to make this happen because we are well known in the aircraft industry and because we are familiar with many businesses throughout the area.

As noted in our in our proposal, among other things, Glacier Lakes Aviation intends to bring airshows to the area, be the host for annual meetings of airplane owners and promote the airport as a prime fueling location for pilots. It is our intention to bring this about by providing discounted fuel prices to a variety of aircraft owners.

We believe providing fuel discounts will be very important if Glacier Lakes Aviation is to attract pilots to Willmar where they will be able to fuel their aircraft without being charged for landing fees and incurring other potential costs they would incur elsewhere.

In our opinion, it takes more than just keeping the airport attended to throughout the day. It takes professional care and full knowledge of the industry in order to do the kind of job that Glacier Lakes Aviation believe needs to be done to allow this airport to reach its potential.

You will note in the enclosure that Glacier Lakes Aviation is proposing a five year initial contract term with the option by Glacier Lakes Aviation to extend the contract for similar periods of time subsequent to the expiration of the initial five-year term. The reason for

requesting a five-year term is because we believe a longer period of time is needed to achieve the goals that have been established by glacier lakes aviation for the airport.

Please note that critical elements required in operating this facility include items such as the following:

Operations

Airport supervisors oversee the daily operations of the airport. Operational duties may include monitoring transportation schedules, inspecting airport property for safety concerns, and coordinating with airport users. supervisors must also spend time making sure that airport services are operating smoothly. Although we will have support staff, our airport manager need to know the daily responsibilities and operations of facets - including those outlined below.

Compliance

The airport supervisor is responsible for ensuring compliance with federal, state, and local rules and regulations. The supervisor monitors internal activities and outside vendors for compliance and may also be required to attend conferences or undergo additional training to ensure that compliance is up to date.

Fuel Management

Fuel management is a vital and critical function in airport management and operation. Critical to success is knowledge of all factors related to delivering fuel to airport customers. This includes:

- Preparing and analyzing the fuel budget

- Making decisions on issues related to fuel quality, safety, efficiency, environment and fuel testing

- Assessing the key factors impacting the fuel market

- Selecting the best fuel pricing and supply options

- Manage the fuel tendering and delivery process

As noted in the attachment to this letter Glacier Lakes Aviation is, for the reasons noted above, proposing to retain responsibility for fuel at the Willmar airport. This

will form, as proposed, the principal means of compensation for the tasks and responsibilities to be assumed by Glacier Lakes Aviation.

Marketing

If an airport wants to attract more passengers, additional concessions, or new carriers, it has to commit to making marketing a top priority, even in a depressed economy with scarce overall operational budgets. Every airport needs to have a current marketing strategy in place that can be regularly reviewed and which keeps up with economic, environmental, and industry issues.

Some questions that Glacier Lakes Aviation intends to address:

What was accomplished last year?

Did the airport increase or decrease marketing activities and budgets?

What did we see competitors doing that we wished we had thought of first?

What changes have taken place in the local market and in travel patterns?

Where is the airport in relationship to competitors operationally and publicly?

What are travelers, concessionaires, industry professionals, and employees saying about the airport?

What issues are most complaints about?

Has the airport kept pace with technological advances?

Have the airport's marketing efforts increased, decreased, or stayed the same?

A thorough and frank discussion about these issues can provide guidance for how to update or revise the airport's marketing strategy, from which an airport can develop a targeted marketing and communications plan of action.

Marketing strategies can vary for each airport, depending on its geographical location, relative size, industry rank and brand strength.

Developing a marketing strategy is a time-intensive process that leads to business success. It is the foundation that sets out the more global goals so that a specific roadmap can be developed and implemented. Without a solid strategy in place, a marketing and communications plan is ineffective at best.

Glacier Lakes Aviation will advertise aggressively to promote the Willmar airport and its surrounding area.

Financial

The airport supervisor is responsible for working with the Willmar City staff to ensure the well-being of the facility. Annual budgets, capital expenditures and long-term development of fiscal goals are some of the manager's financial responsibilities.

Customer Service

Customers will speak with the airport supervisor when they are not satisfied with the service they receive. The supervisor is ultimately responsible to the customer and may be required to interact with customers on a daily basis to solve problems or answer/develop solutions to customer complaints.

Personnel

A supervisor is responsible for hiring and managing all airport employees. These duties include employee supervision, performance evaluation, recruitment, and disciplining of employees when needed. The airport staff may be required to attend training in specific fields, and the airport manager may be responsible for ensuring that employee training is current.

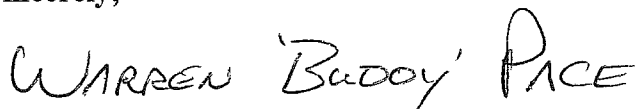
Media Relations

The airport supervisor may be in charge of media relations and may be required to speak to the media during emergencies or major events. Public speaking may be needed on occasion to inform the public of changes in airport rules or security procedures. Although there may be a media director to perform this function, the airport supervisor may need to fill in occasionally or if a major media event occurs.

As noted in our proposal, Glacier Lakes Aviation is extremely confident in its ability to make the Willmar municipal airport a regional highlight. Our confidence is demonstrated in part by our \$103,750 investment in securing for Willmar a successful airport operation.

We we appreciate your considering us in your search for airport operations supervision company and look forward to meeting with you to discuss our proposal.

Sincerely,

A handwritten signature in black ink that reads "WARREN 'Buddy' PACE". The signature is written in a cursive, slightly slanted style.

Warren (Buddy) Pace
For Glacier Lakes Aviation

Glacier Lakes Aviation

Proposal in Response
to the City of Willmar
Request for proposals for an
Airport Operations Supervisor

Submitted by:

Warren "Buddy" Pace
303-842-6363

Confidentiality Agreement

The undersigned reader acknowledges that the information provided by Glacier Lakes Aviation in this proposal is confidential; therefore, reader agrees not to disclose it without the express written permission of Glacier Lakes Aviation.

It is acknowledged by reader that information to be furnished in this proposal is in all respects confidential in nature, other than information which is in the public domain through other means and that any disclosure or use of same by reader, may cause serious harm or damage to Glacier Lakes Aviation.

Upon request, this document is to be immediately returned to Glacier Lakes Aviation.

1.0 Executive Summary

Glacier Lakes Aviation (GLA) is a new aviation business which is to be located at the Willmar Minnesota Airport and is offering to provide the leadership and supervision fully utilize and maximize Willmar's Airport potential.

GLA's proposal is segmented into two separate and distinct business units.

Business unit one consists of Willmar Airport terminal supervision and fueling services. This proposal addresses business unit one only.

Business unit two consists of Fixed Based Operation (FBO) maintenance and service operations. this business unit is presented as an idea for possible implementation in the future.

GLA's pilots have an extremely high level of experience with airports, having flown into locations of all sizes throughout the US. GLA brings this experience to the Willmar Airport, offering a truly unique opportunity to provide exceptional airport protocol and supervision to the area.

We believe the Willmar Airport can and should be one of the prime business and private airports in the upper Midwest.

We are told that the City of Willmar invested about \$26 million in building this new Airport. In order to maximize the return on this significant investment, the activity at the Airport needs to be increased. GLA proposes to increase the activity at the Airport by providing a full-time supervisory presence on the site and by aggressive promoting of the Airport and the City of Willmar. It is essential that day-to-day operations provide a positive experience for pilots and guests arriving at the Airport and visiting Willmar.

However, it is our understanding that the Airport is underutilized and is not provided with the type of full-time supervision essential for the success of this Airport and a community the size of Willmar.

GLA is proposing to provide the services and staffing needed at the Willmar Airport Terminal. GLA's purpose is to fulfill the vision Willmar had for its new municipal Airport. We see the need to provide first class "red carpet" service to the business and local aviation community. The timing for this new service provider is right and the need is essential to the Airport's success.

GLA's scope of work in this respect is to provide the types of services that pilots arriving at the Airport expect. GLA will monitor the Airport and coordinate any required services in respect to Airport maintenance and make sure to reduce and correct existing NOTAMS which have become a subject of increasing concern to controllers and pilots.

The City of Willmar will benefit by, among other things, the anticipated growth in the use of the Airport resulting from professional supervision and an expected increase in revenue from the sale of fuel.

Willmar has a wonderful opportunity to compliment and expand the service and presence offered at its "First Class" Airport and terminal facility. GLA's promotional efforts will be directed at increasing the flying communities awareness of the exceptional facilities available in Willmar.

GLA was formed by successful local and regional business owners and pilots. Each one is an aircraft owner. They believe business aviation will increase as commercial airline service becomes less convenient and personnel hours more precious

GLA will be promoting the Willmar Airport to the regional, upper Midwest and national aviation community. We will also be promoting aviation to pilots and others in the greater Willmar area. GLA looks to develop "Aviation Days Fly-In Airshow", purposed to draw in the local community. We will put Willmar in rotation for the annual Minnesota Airports Conference.

Advertising will be placed in all publications and locations available to promote the Willmar Airport to business and recreational aviation.

GLA looks to offer flight training and charter operations when the interest warrants it. Fractional ownership of business airplanes will also be promoted and supported.

1.1 Objectives

The objectives for GLA are outlined below:

1. To create a service-base company whose goal is to exceed customer's expectations and make sure that the Willmar Airport is reaching its full potential.
2. To increase fuel sales to 188,000 gallons by end of second year and 236,000 by end of third year. Based upon these objectives, the City of Willmar should realize a net return on fuel sales of about \$18,800 at the end of year two and \$23,600 by the end of year three.
3. To increase the number of Airport and pilot services by at least 20% per year through superior performance and word-of mouth referrals. GLA intends to do some fuel discounting to private aviators from time as one promotional method.
4. Become an established aviation community destination by the end of the first year.

1.2 Mission

To enhance the Willmar Municipal Airport by providing excellent Willmar Airport terminal and fueling services for pilots and others who use the Airport. This includes marketing and promotion aimed at expanding the use and need for the Airport.

1.3 Keys to Success

The keys to success in our business are:

- **Superior Customer Service:** full time high-quality care and service.
- **Environment:** provide a clean, upscale, odor free, enjoyable environment conducive to giving professional trusting service.
- **Convenience:** offering clients a wide range of services in one environment.
- **Location:** ensure the flying public understands how accessible the Willmar Airport is to local business and conveniences.
- **Reputation:** credibility, integrity, and 100% dedication to serving the public.

2.0 Company Summary

GLA intends to be a full-service Airport terminal supervisor dedicated to consistently providing world class service to visitors to the Willmar Airport, while furnishing an enjoyable relaxing atmosphere for visiting pilots.

2.1 Company Ownership

GLA will be operating as a Corporation the form of which is yet to be decided. It's ownership consists of the following individuals who will be the businesses managing principals.

Tom Revier – Willmar, Minnesota, owner of Revier Cattle Company and an aircraft owner/pilot.

Jim Carlson – Olivia, Minnesota, Olivia Flying Service and aircraft owner/pilot

Larry Juhl – Hector/Cosmos, Minnesota and aircraft owner/pilot

Warren "buddy" Pace – Hector/Cosmos/Minneapolis, Minnesota and aircraft owner/pilot

Collectively these individuals have over 100 years of experience in aircraft ownership, FBO operation, and overall experience in the aircraft industry.

GLA seeks to Staff the Willmar Airport Terminal full time, offering full service and providing an inviting, welcoming experience to those who use it.

GLA also seeks to provide full service maintenance for aircraft not currently being served at Willmar from small personal planes to business jets. This would include agricultural aircraft.

GLA's goal is a vibrant, active Airport. Our objectives are to increase fuel sales, give warm friendly personal service, and have the Willmar community proud of its Airport.

Our philosophy in business is to be thorough, do it right, be the best. Our efforts will be that anyone using Minnesota airspace can know of the benefits of Willmar Airport.

The principals of GLA all have lifelong involvement in aviation, each are passionate and committed to it. This includes an international reputation for aircraft maintenance.

2.2 Start-up Summary

GLA intends to invest in the Willmar airport by financing all start-up requirements (including legal costs, logo design, stationery and related expenses) in the amount of \$103,750. The start-up costs are to be financed by direct owner investment - this is not meant to be an equity investment in the Willmar airport. The investment merely represents what GLA believes will be required to initiate its efforts in supervising the airport. The details are included in the following.

The start-up costs for fuel is estimated at \$93,900 (which GLA what intend to procure from the City) with the understanding that the present fuel inventory is at about 20,000 gallons total for avgas and jet fuel.

Table: Start-up

Start-up	
Requirements	
Start-up Expenses	
Legal	\$1,000
Stationery etc.	\$100
Insurance	\$650
Computer	\$1,000
Initial 2 months lease of Jet fuel truck	\$3,100
	\$0
Total Start-up Expenses	\$5,850
Start-up Assets	
Cash Required	\$2,000
Start-up Inventory	\$93,900
Other Current Assets	\$2,000
Long-term Assets	\$0
Total Assets	\$97,900
Total Requirements	\$103,750

3.0 Products and Services

Service to the aircraft coming to Willmar begin with radio communication to inbound aircraft, asking what services they will be requiring, meeting the airplane on the ramp and marshaling it to an appropriate parking space. Providing "red carpet" service to passengers and pilots, in addition to helping secure the airplane will be part of the responsibility of the Airport personnel. Fueling can be either full-service or self-service.

GLA believes courtesy cars should be available to pilots and will seek to have rental agency cars at the Airport.

GLA will promote the use of the terminal building conference facility and provide fresh water, coffee, refreshments, snacks and catering. (None of these are offered currently). The water fountains currently have signs "do not drink this water!"

The aircraft maintenance offered by one of GLA's principals is world renowned. He served as maintenance director and airshow pilot for the Red Baron Air show flight team. His expertise with radial engines has drawn him to Europe to fix exotic rare aircraft. He also, currently, has a highly regarded agricultural aircraft maintenance business in the region as well as expertise with Pratt & Whitney turboprop jet engines.

Willmar Airport Supervision and Fueling Services Proposal Specifics

The City of Willmar agrees to give all fueling responsibilities and associated revenue to GLA. With the revenue from the fueling operation (less \$.10 per gallon paid to the City of Willmar), the present operations fee and hangar credits presently being provided to the FBO operation at the airport, GLA will provide full staffing and all customer service needs at the Airport terminal as noted hereinafter. GLA's proposal is based upon receiving a five-year initial contract term with GLA having the option to continue to provide supervision and fueling services to the city of Willmar for a like term at the end of the initial term and subsequent terms.

The specific duties to be undertaken by GLA and based upon receiving the aforesaid revenue and a contract with an initial term of five years with the option by Glacier Lakes Aviation to extend the contract for similar and subsequent periods of time include the following:

- 1) On-site management of the airport and staffing of the terminal building during regular business hours and 24/7 on-call staffing.
- 2) Issuing and rescinding NOTAMS as needed due to weather and runway conditions/hazards.
- 3) Set traffic patterns and ground movement.
- 4) Perform daily runway inspections and keep logs.
- 5) Repair/replace runway/taxiway lights, guidance signs and NAVAIDS owned by the City of Willmar. With respect to NAVAIDS, GLA will require further information from the City of Willmar.
- 6) Monitor septic tank for routine maintenance activity.
- 7) Provide general maintenance of the airfield gates.
- 8) Mark, barricade, or close off any hazardous condition that may exist to aeronautical or public users and notify the City in writing.
- 9) Perform general inspections and maintenance and preventive actions on all airport city-owned facilities, grounds, hangers etc.
- 10) Check airport users credentials to ensure appropriate users and notify proper agencies of any violators.

- 11) To provide mowing and weeding of the F – 14 landscaping as well as trimming along fence lines and buildings. GLA will also remove snow on the side walk along the terminal and FBO buildings.
- 12) Keep a weekly log of airplane activity and best effort counts of takeoffs and landings.
- 13) Monitor HVAC equipment, water softener, heating units, air conditioning units and report repair needs to the City. Perform minor repairs and maintenance with expenses not greater than \$500, City approval and possible contracting for work over said amount.
- 14) Work with city staff and/or the Economic Development Commission to market the airport.
- 15) Maintain a preventive maintenance needs list, to coincide with the budgeting processes.
- 16) Perform bird depredation permit matters as needed along with any additional wildlife conflicts within the airport boundaries.
- 17) Follow all current Federal Aviation Administration and Minnesota Department of Aeronautics rules and regulations.
- 18) Market and promote the airport as noted elsewhere in this proposal

Note: Provided GLA's understanding of the contracts in place for fuel service and airport supervision is correct, it appears that the present provider is receiving the following for the services listed above:

Free hanger use until mid 2018 - \$34,442.26 per year in rent credit A

fee of \$1666.66 per month

Fuel sales less .075¢ per gallon of fuel paid to the City of Willmar up to 7,000 gallons and .10 ¢ per gallon thereafter.

The City of Willmar is expected to retain responsibility for the following:

1. Mowing of all grass on the airport - except as noted above.
2. The City shall provide all snowplowing and snow loading services as needed at the Airport - this may require heavy equipment, such as motor graders, truck plows and loaders.
3. The city shall supervise and manage the Willmar Municipal Airport and its tenants in all matters, not otherwise specifically delegated to GLA, including the following:
 - a. To perform all administrative duties such as credit applications, billings and the budgets for the Airport.
 - b. To participate as a member of the Minnesota Council of Aeronautics.

c. To act as liaison to the Airport Commission.

e. To manage tenant leases.

f. To perform duties as necessary for Airport related accidents.

4. The City shall provide fire and extended coverage insurance on all City owned buildings which are either leased or used by GLA except for its own FBO operations building.

5. The City will provide for heat, electricity, water, janitorial service and air conditioning in the main terminal building.

6. The City will provide all repair and maintenance of the exterior of the City owned buildings and all maintenance and repair of exterior doors, windows and roofs. In the main terminal, the City shall be responsible for repair and maintenance of the plumbing, heating, and electrical systems. The City shall also be responsible for the repair and maintenance of the public restrooms and all other areas used by or available to the public.

7. Maintenance of the buildings, grounds, lighting systems, City furnished equipment, runway and ramps will remain the responsibility of the City of Willmar. This will include performing MS4 storm water activities as per SWPPP permit for MPCA.

4.0 Web Plan Summary

GLA will market its services and the Willmar Municipal Airport through its website and all appropriate social media.

5.0 Supervision Summary

GLA's supervision is comprised of experienced aircraft entrepreneurs and business professionals from the airplane community. Our supervision team possesses a breadth of functional experience in aircraft ownership/piloting, strategic partnering, professional aircraft services and corporate finance. Warren Pace and Larry Juhl will share the operation supervision responsibilities. The plan reflects GLA's intentions to maintain an organization that is customer oriented and technologically proficient, while efficiently managing cost and productivity.

6.0 Financial Plan

With respect to the Airport terminal building and fuel services, the City of Willmar will not be required to make any additional expenditures. The City of Willmar budget for maintenance, supplies service expenditures and other charges will remain the same as has been the case. There will however be new definitions relative to Airport duties and compensation after the fixing of current and ongoing inoperative equipment and deferred maintenance.

At the time of transfer of fueling operations, GLA will compensate the current manager for the cost of fuel inventories.

7.0 Personnel Plan

The Personnel Plan below reflects our projected need at opening, and carries through the second year expansions.

	Year 1	Year 2	Year 3
On-site airport manager 1	\$48,000	\$48,000	\$48,000
On-site airport manager 2	\$18,000	\$18,000	\$18,000
Part-time employees	\$11,000	\$11,000	\$11,000

GLA Fixed Base Operations (FBO) Maintenance and Service Operations

Although this proposal does not cover the following services they are mentioned here in order to provide the City of Willmar officials with the added information they may require in making future decisions.

If an FBO were to be pursued by GLA, GLA might seek a lease – to – own agreement with the City of Willmar for a maintenance/service hangar. Currently the "Underland hangar" is available and fits the need.

Under such an arrangement the City of Willmar would purchase the "Underland hangar" and GLA would lease – to – own the facility from the City of Willmar. With this plan, Willmar would achieve a full-service Airport. GLA will serve all segments of aviation, except the one narrow segment (single – engine Mooney aircraft) currently being served by another business which is considered a desirable asset to the City of Willmar.

Thus, GLA will complement and not compete with our fellow aviation business.

Survey Results (43 total sent out to T-Hangar Tenants and Private Hangar Owners)

1. How often do you use the terminal building?
A. Often (13) B. Once a month (4) C. Rarely (4) D. Never

2. Are the runway, lights, and general maintenance on the operation side of the airport adequate for your use and that of other users?
A. Yes (13) B. No (8)

3. Does the FBO service and fuel system meet your and other users' needs/expectations?
A. Yes (17) B. No (4)

4. How has losing the courtesy cars affected you or other airport users?
A. Yes (7) B. No (13) C. Both (2)

22 respondents

West Central Roofing, Dr. Nedrelow, Chuck Nefsted, Nelson International, Quam Construction, David Kleine, Dr. Lee Cafferty- Chief Medical Staff, Rice Memorial Hospital, Fagen Inc, Bruce Jaeger, Accupress, Bill Fry, Larry Juhl-Revier Cattle, Jerry Schwitters, Maurie Evans- Duininck Inc., and Wayne Mitchell.

6 anonymous surveys

Response Narratives

1.

- B. I use the building a couple times per month, mostly for the bathroom facilities.
- As the terminal is a public facility I have taken the liberty of meeting flight training clients from both the local area and beyond. The conference room works well for a ground school session. From recent experience, I would estimate using the building at least twice a month.
- I use the terminal building quite often. It has always been clean and nice to use except: Multi-million dollar facility and the water is un-drinkable and stinks, sewer should have been put in for both the Terminal and Hangars along with water, Pilots lounge is kept locked with a combination lock so no one can use it.
- We use it for the bathrooms and the weather machines. It should be open for early and late hours so my people can use the restrooms. Most airports have access to restrooms 24 hours a day.
- Using restrooms.
- To use the restroom.

2.

- Grass runway-poor condition. Grass needs to be cut more often around hangers.
- We would agree that runway, lights and general maintenance are adequate. Is adequate good enough for the Willmar airport, we are not sure. Lighting is not at 100% but with minimal budgets of maintenance staff their hands are tied having to make small, thoughtful parts orders and making used parts work. The other issue that is seen on the airport is the forced closure of the grass crosswind runway. Without this runway there are days when decisions have to be made whether Willmar is the correct choice for landing. Without this runway as an option for the smaller aircraft the Willmar airport may be giving up some traffic.
- We always have NOTAMS about something wrong as the Airport.
- Yes, good service.
- No, cross runway (grass strip) not in service.
- No, the PAPI lights hardly ever work. The grass runway needs to be operational.
- No, they need to spray for weeds several times per year. They will destroy the runway and taxiways.
- No. The paved runway, the lights, and the general maintenance are fine. You are also addressing the grass runway issues, I understand. The City owned and leased hangars on the west side of the airport still have problems, however. I appreciate the City's work on mitigating the flooding issues so far. However, the hangars still 'flood' to a depth of ½ to 2 inches or so. This is the biggest problem in the winter. Water will come in during any kind of thaw, then refreeze into a very slick sheet of ice. Last year, my wife fell head first on the ice, prompting an ER visit and \$1500 bill. Fortunately she didn't suffer any long term consequences. The ice also makes it nearly impossible to pull our airplane out for up to months at a time.

- No, taxiway and runway lights out, VASI out all the time. Gates have been inoperable for years. Cross wind runway out all year. I would even be willing to change bulbs for the taxi ways and Runway. My understanding is they are just not furnished. The driveway leading into the Airport had been burnt out for over a year at one time, I do not know what the status is on these lights but right now I think only one is burned out. A. Gates have been out of service for years. These are needed to protect all of our investments. Should be repaired and left open during business hours and closed at nights if nothing else. B. Crosswind runway should have been repaired and put back in service. Money was spent to put this in this is just maintenance. C. Taxiways through the hangars need center lines to assist at night when trying to taxi. Unable to see where to be. D. Some hangars do not have a complete concrete apron. This is ridiculous. People are picking up these small rocks and destroying their prop(s) because we have a couple of people that don't care about anyone but themselves. They need to pour concrete completely in front of their hangars so that we have concrete all the way. This is a safety issue. This should never have been allowed. E. Also, there is still grass in places between some of the hangars. This also needs to be concrete. F. There should be outside lights on all the hangars and kept on from dusk to dawn. Another safety issue.
- Security gate has been inoperative/broken for a long time. Why don't you fix it or replace it. Other Airports that I use frequently (KRRRC) don't have this problem. Also I still have drainage issues around my hanger. Water comes in with any significant rainfall.
- We are the biggest users of the airport and rely heavily on the maintenance people. They do a very good job.
- The FBO is doing the best they can with the funds available.

3.

- The FBO services provided are far above services provided at similar size airports around the country. With on-site staffing that extend from before 6 am to 5 pm and an on call 24 hr. 7 day a week person this not common to see. The on call person is available for fueling, courtesy car, or any other needs of pilots or passengers at the Willmar airport. Fueling is made as easy as possible with discounts available to large volume customers, on site aircraft owners and serf service customers. Fueling systems are inspected on a daily basis and fuel quality is never an issue.
- No, I have to go to other airports for all of our service needs.
- Very responsive (I noticed this summer special repairs done within 5 minutes on Congressman Colin Peterson's plane).
- The FBO should provide water, ice, coffee, etc. for visiting aircraft and Charter Flights.
- No, the FBO is a huge disappointment. They are very unfriendly except to their biggest customers. They are not interested in helping aviation on the field at all unless it makes them money, and even then sometimes they are not interested. One weekend, I couldn't even get compressed air or a hand air pump from them so I could add air to a low tire. The Flight Instruction is acceptable and a nice guy, but is exceedingly difficult to actually arrange

lessons with. I know of at least five individuals who have tried to use Mr. Rudningen and have been unable to obtain acceptable service. Also, I don't believe Mr. Rudningen maintains a website to allow new customers to find him. I don't blame Mr. Rudningen, who has other priorities. However, flight instruction is the heart of aviation. Without flight instruction, you can't learn to fly, you can't get checked out in new aircraft, you can't do a biennial flight review, and so on. Also, flying is a hobby for most of us. We need evening and weekend availability in order to get flight instruction done. This would not be difficult to arrange. We could recruit and train a local pilot as a flight instructor or recruit someone from St. Cloud or elsewhere to come down for these hours. By way of contrast, Alexandria, for example, has one full time and three part time instructors.

I would add that Jaeger Aviation is a jewel to have in the area, but Mr. Jaeger instructs virtually exclusively in Mooney aircraft.

We also don't really have any rental aircraft available for other than minimal rentals.

Finally, gas prices are the highest in the area. As of 10/28, retail prices for 100 LL self-serve are:

Willmar- \$6.60 per gallon

Litchfield- \$5.31

Paynesville- \$5.23

Olivia- \$5.75

Benson- \$5.22

Montevideo- \$5.50

Glenwood- \$4.90

Redwood- \$6.42

If you look at prices within 50 miles of Willmar, our prices are almost always the highest, often by far. It's hard to justify paying more than \$1.00 per gallon extra on a 30-50 gallon fill up in order to be loyal to the home field.

- The self-service equipment appears to be working well. The only issue I have seen is an occasional after hour's aircraft that would like help. Typical to other similar size airports, after hours service is available by posted number.
- No issues with fuel or equipment. Cost at Willmar is the highest around mostly by at least \$1.00 a gallon. I do like to buy locally but because of the cost I will gas at other places quite frequently. If gas was more reasonable I would purchase a lot more here.
- Maximum Cruise has been great to deal with- Brian, Eric and the rest of the staff have been very helpful.
- 24 hr. key card self-service is very good.
- They are always willing to assist in any way they can and are 24/7 fueling I have seen them out multiple times fueling jets and medical after hours.

4.

- Important to have, most small airports we travel to have courtesy cars.
- The airport has no lost its courtesy vehicles. The FBO, still, as always, provides two courtesy/rental vehicles depending on the need/end goal of its user. If the car is staying

local or a minimal amount of fuel is purchased the vehicles are still provided free of charge. For users of the airport that are not purchasing any fuel or there is a need to travel a distance the vehicles are available free of charge to users of the airport that were staying local. This has only become an issue when there has been a large amount of airport traffic and the 2 FBO owned cars are being used. The decision to remove the city owned vehicles from the airport just puts more direct overhead on the FBO.

- "All" of the airports I visit have courtesy cars available so other airport users that stop here are "stuck" at the Airport all day.
- No. City car not there, but FBO provides a courtesy car.
- Yes, other airport users need an easy way to get into town. Most airports smaller than Willmar offer a courtesy car.
- No, has not mattered.
- Yes, need courtesy car several times a year. Did not know it was no longer available. That will be a problem for us. I hope one is obtained soon.
- No, the loss of the courtesy car won't affect me or any other local users. I can tell you that I strongly favor flying to airports with courtesy cars. It makes it far easier to go to town for anything at all. Willmar does not have many other good options for transportation from the airport. Also, I think our high gas prices are even more difficult to justify if we don't have a courtesy car for customers to use.
- A courtesy car of some type is expected and typically available at airports the size of Willmar. As there is really no other way to utilize local restaurants and stores, lack of courtesy car is a problem. Not many would return to Willmar for other than required for business knowing there is no transportation to a local restaurant. This would be the case for a pleasure flight or more typically flight instruction. I wonder if the Brainerd Airport would be the same without a restaurant.
- No, didn't use them.
- We should have a courtesy car available for out of town people. This brings a lot of revenue to our community. I do know of people that just don't come here anymore. I frequently fly to airports with courtesy cars and avoid others without them. Most of these items are just maintenance. I don't expect the City to furnish courtesy cars. But a plan needs to be made to have one or two available.
- I haven't used the courtesy car here at Willmar. When flying to other airports I look to use airports which have courtesy cars.
- But it will only hurt the Airport/Willmar for out of town guests.
- The FBO still has three courtesy cars available for use.
- Don't need transportation, but if needed Willmar Air Service has cars available for any use 24/7.
- I am a local so I have my own transportation but for others that are out of town I'm sure it's an inconvenience if Maximum Cruise's vehicles are all being used. Most people want food and only three places in town deliver and the taxi service is not very reliable.

Cost Outline

Eric's Original Proposal- per our RFP	\$96,000
Less the Terminal Bldg. Staff cost	- \$20,000
Total	<u>\$76,000</u>

2013 Budget items

Operations Supervisor budgeted	\$23,000
Amendment needed	\$53,000

Cleaning services budget reduction - \$6,000

Airport Operations Supervisor Position

RFP Request (City proposed services)	Glacial Lakes	Eric's Aviation	2012 City Cost
On-site staffing Terminal Bldg. 24/7	X	X	
Issue NOTAMS (Notice to Airmen)	X	X	
Janitorial Services (terminal building)		X	Service Master \$6,326.68
Set Traffic patterns/ground movement	X	X	Operations Supervisor
Runway inspections/logs	X	X	Contract \$19,999.92
Repair/replace runway lights, NAVAIDS	X	X	
Monitor Septic Tank	X	X	
Maintenance airfield gates	X		
General maintenance City facilities/grounds	X	X	
Barricade hazardous conditions	X	X	
Check users credentials	X		
Snow removal Terminal bld. sidewalks	X	X	
Provide mowing/trim of all airport grounds		X	7/11-6/12 Public Works
Weekly log of arrival/departures	X	X	243 hrs. mowing \$21,429.07
Monitor Terminal equipment report repairs	X	X	
Perform MS4 stormwater activities		X	
Work with Staff/EDC marketing airport	X	X	
Preventative maintenance list/budget	X	X	Planner/Airport Manager
Bird Depredation Permit abatement process	X	X	wage difference \$4,825.60
Follow current FAA/MNDOT regs.	X	X	

Total Cost fuel +
 less attorney fees my cost + \$96,000 \$52,581.27
 Mowing cost (\$4,825.60) (7/11-6/12 132 hrs. \$17,747.43)
 janitorial
 MS4 activity
 my cost +

TOTAL ~ \$150,000 \$100,825.60 \$70,328.70

Fuel Info

City	FBO owns fuel	City owns fuel	fuel flowage rate
Marshall	X		
Hutchinson	X		\$0.07
Owatonna		X	
Fergus Falls	X		\$0.10
Alexandria	X		\$0.06
Granite Falls		X (no FBO)	
Litchfield		X (no FBO)	
Paynesville		X (no FBO)	

FBO pays upond deliver of the load .07 (not based off of sales)
bill of lading from oil co.

meter reading
meter reading